



Park Point Beach House Rental Permit Guide

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***Music and alcohol consumption must end at 11pm, permittee can rent the space until 12:00am for clean up or additional social time.**

EARLY ACCESS and LATE EXIT are NOT ALLOWED. You must schedule setup and tear down within your reservation.

EVENTS HOSTED AT THE PARK POINT BEACH HOUSE:

- Wedding Events: Ceremony, reception, vow renewal, etc.
- Parties: Birthday, Graduation, Anniversary
- Showers: Baby, Wedding
- Reunions: Class, Family
- Corporate Event
- Team gatherings
- Church Service
- Celebration of Life
- If your event is open to the public it is considered a Special Event, inquire with the Park Permit Coordinator for more information

ADD ON'S:

- Alcohol Consumption Permit: \$150 (only allowed for the hours of 4pm-12am)
- Permit Modification Fee: \$30
- Full Service Clean-Up: \$300 if requested > 30 days in advance / \$400 if requested < 30 days in advance
- Next Day Self Clean-Up: \$90 for 2hrs (8am-10am)

HOLDS /REFUNDS

We do not hold dates, you are required to make full payment for all reservations. Once reservations are made we do not offer refunds. We will work with you to move the date if feasible with a \$25 administrative fee.

RESERVATION CONSIDERATIONS

- Your reservation must include setup time and tear down time. We do not allow for early entry or late exit.
 - Changes to reservation times are allowed up to 14 days in advance of the event. After that time reservation times cannot be changed.
- Keep in mind that if you have a reservation scheduled to start later in the day, another customer may book the time before your event thus not allowing you to add hours at a later date.
- If you want to reserve set up time the day before your event, you are required to pay for all hours that your supplies are in the facility between the hours of 11am-10pm.
- Purchasing the Full Service Clean Up and the Next Day Clean together is not allowed.

PARK POINT BEACH HOUSE EVENING EVENT PERMIT GUIDELINES

(Permit guidelines are subject to change)

1. PERMITTEE

The individual who has been issued a Facility Event Permit is pursuant to the regulations and is authorized to conduct permitted activities. The permittee is responsible for the safe conduct of all participants attending the Permitted Event.

2. PARTICIPANT

Any individual who is identified by the Permittee, including but not limited to, guests, vendors, photographers, wedding coordinators, a competitor, contestant, performer, exhibitor, vendor, invited guest, ticket holder, registrant, sponsor, and a participant entity's employees, agents and volunteers who are present at the event and the event organizer and their employees, agents and volunteers present at the event.

3. FACILITY SCHEDULING

Permittee gains access to the Beach House during the hours of rental only. Set up time must be included in your rental time. The Beach House Event Host is expected to lock the doors at the event end time indicated on the permit.

Alcohol service and consumption can start at the time of your rental and must end by 11pm. Permittee is allowed to rent the space after 11pm for clean-up or more social time.

Split rentals are not allowed. Rentals must be continuous. For example we would not allow a rental from 11am-2pm and then again from 4pm-11pm on the same day. If your event decorations and supplies are in the space, you are required to pay for the entirety of the rental.

4. VENUE

Review of your application will take into consideration the capacity of the venue, this is done to preserve the building and ensure you have a space adequate for the event.

The Park Point Beach House has a maximum capacity of 200 based upon fire/safety regulations, seating capacities, parking provisions and intended use of the space. City of Duluth reserves the right to deny any application if the expected attendance will exceed the safe capacity of venue.

5. VEHICLE ACCESS

If you would like vehicle access to the facility, coordinate with the Beach House Event Host. If you don't make prior arrangements, the gate will be locked and you won't have convenient access to the facility. Vehicle access allows you to pass through the gate at the West parking lot, drive on the sidewalk and park at the bottom of the stairs and ramp on the front of the facility. This is only for drop off service. Vehicles are not allowed to stay parked in the park area.

6. VENDORS

Permittee must notify all outside vendors that supplies can only be brought in and set up during the permitted time. If vendors need more time before or after an event, it is the responsibility of the permittee to reserve the extra time. If vendors arrive early or stay late the permittee will be billed for said time.

7. EXCLUSIVE USE

The permit does not get "exclusive use" of the park or the beach - only the Park Point Beach House and the designated area on the back patio. The park and beach are still open to the public. Permittee must have the signed permit in their possession to enforce privileges of the Beach House. Any questions or concerns about the terms of the permit can be directed to the Park Permit Coordinator.

8. BEACH HOUSE EVENT HOST

A Park Point Beach House Event Host will check you into and out of the facility for your reservation. This persons responsibilities are to open/close the building, ensure the space/amenities are in working order, attend to emergencies and provide support pertaining to the facility and coordinate vehicle access if needed. They are not available to provide event set-up and tear-down services. Event Hosts tend to restrooms and take out garbage/recycling during the event.

9. CLEAN UP OPTIONS

No Additional Fee

Standard with the permit, the rental party is responsible for cleaning and putting away Beach House amenities. Clean up must be completed by the reservation end time. Cleaning supplies are available at the Beach House.

Permittee is responsible to:

- Empty all garbage cans in the event space and put garbage in the dumpsters located near the parking lot
- Wipe down tables and counter tops
- Sweep floors
- Five tables with eight chairs at each table are allowed to remain set up. The rest of the tables and chairs need to be taken down and returned to the storage closet
- Restrooms: Sanitize and wipe down sinks, mirrors, toilets, and urinals
- Remove all personal items from the facility, including decorations and all items supplied by vendors

Full Service Clean-Up (\$300)

Full service clean-up is available upon request only and must be requested at least 30 days prior to the event. This service may be denied based on availability of staff and/or other scheduled events. Permittee is responsible for removing all personal items from the building at the event end time indicated on the permit. The Permittee will not be granted permission to return in the morning to retrieve items. Beach House Event Host will clean and put away all tables and chairs, clean the kitchen area, take out the garbage, sweep/mop floors.

Next Day Self Clean-Up (\$90)

Next morning clean-up is available upon request only and must be requested at least 30 days prior to the event. This service may be denied based on other scheduled events. Permittee is responsible for cleaning and putting away all tables and chairs, cleaning the kitchen area and restrooms, taking out the garbage, sweeping the floors and mopping if needed. This will be accomplished between 8am - 10am the day following the rental.

10. BEACH USE

The sand area immediately behind the Beach House is NOT for wedding ceremonies or exclusive use during the event. This area is the designated safe swimming area for the City of Duluth, and cannot be sectioned off for any reason. If you so choose to hold your ceremony on the beach it should be known that the beach is open to the public and you cannot block the public from passing through the space.

11. PATIO USE

The patio can be used for small wedding ceremonies. Park Point Beach House large tables and chairs **are not allowed onto the patio (no exceptions!)**, the 4 small pub tables are allowed on the patio. If you want those amenities outside they will need to be brought in privately or from an outside vendor. There are picnic tables on the patio available for use. Alcohol can be consumed on the patio, alcohol cannot be served on the patio. Music is allowed on the patio for a ceremony, but not for a reception or dance. There are two outlets on the patio. Extra lights may be added to the patio as there are outlets on the back of the building.

Please note that during lifeguard hours there may be lifeguard supplies out on the patio and the lifeguards must have access to their supply room off the back of the building.

12. GRILLS

Standard grills are allowed on the patio. Care should be taken as to not allow grease or food to collect under the grill. Charcoal and ash must be removed off of park property by the permittee.

13. TABLES AND CHAIRS


Permittee is responsible for setting up all tables, chairs and decorations for their event. Tables and chairs are provided by the Beach House. **Tables and chairs are NOT allowed outside the building.** Additional tables and chairs may be brought in either by you or by a vendor for use outside the building.

The Beach House is stocked with tables and chairs to accommodate 200 people. If you are looking for particular tables and chairs, we recommend renting from a local vendor of your choice. The Beach House cannot guarantee specific inventory numbers due to the rental facility as well as wear and tear on the items during public hours. Table coverings not provided.

Round tables are a length of 5ft across. There are also 6 banquet tables available which are 6ft in length. Photos show the table seated for 6 and 8. [The chairs are rated at a 300lb load.](#)

- 23 – 5ft round tables
- 19 – 6ft banquet tables
- 3 – 8ft banquet tables
- 1 – Rectangle High Top table (2ft x 4ft)
- 4 – Black Round Pub Table (24in across and 40in high)

Tablecloth Lengths

If your table measures	Your table seats	Table Shape	Lap Length Tablecloth	Floor Length Tablecloth
60" Round	8		90" Round	120" Round



14. LIGHTS

The overhead lights in each section of the building are on their own switches. The Event Host can turn off specific sections as needed.

15. OVER NIGHT PARKING PASS

Parking passes can be acquired by the Event Host which allows guests to leave vehicles overnight. All vehicles left overnight with a parking pass must be removed by noon the next day.

16. DECORATIONS

Decorations not allowed:

- Confetti, glitter or rice both inside and outside
- Fake flower petals outside the building
- Tiki torches, flame lit candles or Chinese lanterns
- Duct tape, nails or staples (command strips are allowed)
- Smoke or fog machines

Permittee must provide their own extension cords. A step ladder will be available for use. There are hooks or nails strategically placed around the facility at 8ft high for your decorating convenience.

Sparklers are allowed to be used outside, must be 10ft or more from the building. All trash associated with the sparklers must be placed in a trash receptacle. Fireworks that explode or shoot in the air are illegal in Minnesota.

17. DAMAGE DEPOSIT

A \$100 refundable damage deposit is required for all facility permits. It is due at the time the reservation is made. Refunds of damage deposits may be fully or partially withheld for any of the following reasons:

- Non-Compliance of permit rules as detailed in this guide, on the permit and posted signage at the venue
- Damage to the facility
- Damage due to a canopy
- Misuse of the facility
- Inadequate cleanup
- Missing or damaged equipment
- Additional janitorial or staff time after your event
- Misrepresentation of the type of event being held
- More guests than the number indicated on the permit
- Misrepresentation of the group/individual using the facility
- Early entry or late exit of the facility
- Not having a copy of the permit on site during the event

Reservations made less than 90 days from the event will have the deposit returned back onto the credit card. Reservations made more than 90 days from the time of the event will have the deposit returned in the form of a check sent in the mail.

If the damage deposit creates an economic hardship, please contact the Park Permit Coordinator to make other arrangements. Damage deposits can be submitted in the form of a check, in which case we would not cash the check unless there are damage fees. If there are no damage fees, the check would be destroyed or returned to the Permittee.

Damage fees that exceed \$100 will be billed to the permittee. Any unpaid damage fees will go to collections.

18. WEDDING REHEARSAL

Permittee is allowed to rent the Park Point Beach House for a rehearsal at the normal rates listed. As an alternative, the Park Point Pavilions right next to the Park Point Beach House are available for a rehearsal site upon availability (see info below).

- Timeslots: 10am-3pm or 4pm-9pm
- Fees: \$60/timeslot – Residents or \$90/timeslot – NonResident

19. PHOTOS/VIDEOGRAPHY

Photographs and video are occasionally taken of participants while they are in programs, special events, city facilities or enjoying parks/trails. Please be aware that these photos may be published by the City of Duluth.

Duluth Parks and Recreation would like to see and share your photos of the City's parks and of citizens enjoying and utilizing our facilities. To share photos with us, go here forms.duluthmn.gov/Forms/Parks-Photo-Release-Consent

20. PHOTOGRAPHY

Plan your professional photos to be taken within your existing time slot. Any picture taking planned outside of your designated permit time and space is at your own risk of another event scheduled at the same time at the Beach House.

21. FOOD/CATERING

Permittee is allowed to bring in a caterer or provide food on their own. Sterno burners are allowed for food warming as there is no stove at the Beach House.

There are no grills onsite. Permittee is allowed to bring a grill(s) onsite, they must be 10ft or more from the building. If permittee wants to bring in a grill that is on a trailer, they may do so. It can only be parked at the bottom of the stairs.

22. WEATHER & FACILITY TEMPERATURE CONTROL

The weather near Lake Superior can be very unpredictable. When considering an evening event at the Park Point Beach House, keep in mind that between May and October the weather can be hot and cold within the same day. In Duluth, there is most always a wind blowing. It can appear sunny on top of the hill in Duluth, but foggy near the lake (or vice versa). There has been snow in the months of May and September and 100 degree days in July and August.

The Park Point Beach House has no heating or cooling system. Between May and September the temperature stays fairly mild inside the facility, but can be cooler or warmer depending on the outside space. There are two pedestal fans at the beach house, or permittee can bring their own fans. Doors can be propped open to provide air flow, but most of the windows do not have the ability to be opened.

With this information, please prepare your guests accordingly.

23. ELECTRICITY

The Beach House is equipped with 110 volt electrical outlets, 220 volt-outlets are not available. Multiple items may cause overload; please be careful. There are two outlets on the patio and one outlet on the Bay side of the building.

24. CAMPFIRES/BONFIRES/FIRE PLACE

Bringing in your own fire ring or pit is not allowed. Fires and tiki torches are not allowed on the beach. The Beach House fireplace is not functional.

25. VEHICLE ACCESS

All motorized vehicles must remain in the parking lot and are not allowed on any off-road area such as park pathways, trails, grass, fields, sidewalks, etc. If vehicle access is needed by the permittee or a vendor,

approval must be gained by the Park Permit Coordinator at least two weeks in advance.

26. FOOD TRUCKS

Permittees are allowed to invite food trucks to their event. Permittee must notify the Park Permit Coordinator to have the food truck added to the permit and an additional vendor fee of \$25 is issued.

27. FANS

Two large pedestal fans are available for use in the Beach House.

28. GARBAGE/RECYCLING

Permittee is responsible for throwing away all trash after the event. All trash must be bagged and brought to the dumpster located in the parking lot adjacent to the Beach House. Heavy duty garbage bags will be provided free of charge for clean-up and a cart is available for transportation of garbage.

[WLSSD provides "Waste Free Party Kits"](#) at no charge, inquire at 218-722-3336 to reserve a kit.

29. PETS/SERVICE ANIMALS

Pets are not allowed inside the Beach House at any time. Service Animals are allowed. Pets are allowed on the patio and beach as long as they are on a leash.

30. KITCHEN AMENITIES

There is not technically a kitchen at the Beach House. There is no stove or oven. However, there is plenty of counter space, a dual stainless steel sink and two standard kitchen fridge/freezer units. Additionally you will find a large beverage cooler and a microwave.

31. RESTROOMS

Beach House bathrooms will be cleaned by the Beach House Event Host after the Beach House closes to the public at 4pm daily. Paper towels and toiletries will be provided.

There is a women's restroom with three stalls and a men's restroom with two stalls and a urinal.

32. SIDEWALKS AND TRAILS

The event cannot be set up on or block sidewalks and trails as these amenities are open to the public. Must keep a minimum of five feet from sidewalks and trails.

33. AMPLIFIED SOUND

Amplified sound or DJ services can only be set up inside the building. No amplified sound is allowed outside the building. The only exception is amplified sound allowed on the patio during a ceremony.

34. OFF SEASON EVENT REQUESTS

The Beach House is not heated which only allows for seasonal rentals from Mid-May to September 30. Requests outside of this date range will not be granted.

35. LOST AND FOUND

The City is not responsible for personal property that is lost or stolen. Inquire about lost items at the Duluth Police Department at 218-730-5130.

36. INCLEMENT WEATHER

Duluth Parks and Recreation reserves the right to cancel or relocate an event due to adverse property conditions due to inclement weather. Refunds will not be granted for inclement weather unless the event was cancelled by the Duluth Parks and Recreation.

37. SITE VISIT

A site walk through is recommended well before any event to ensure you have time to ask questions in preparation for your day. We do not do tours in the winter. Once the snow clears tours resume in the Spring, generally sometime in April.

38. OTHER LOCAL EVENTS

When making a reservation, consider other events in Duluth that may be happening at the same time, which could make travel and lodging a challenge.

- [Grandma's Marathon](#) (June)
- [Park Point Art Fair](#) (June)
- Park Point Garage Sales (June)
- [Grandma's: Park Point 5 Mile Race](#) (July)
- [Northshore Inline Marathon](#) (September)

Contact [Visit Duluth](#) or the individual websites to inquire about exact dates.

39. EVENT LIABILITY INSURANCE

Permittees are strongly encouraged to provide event insurance with an additional liquor liability if alcohol is being served. Event insurance may help you breathe a little easier. A policy can pay for any damage or injuries that occur during the big event, or reimburse you if it's postponed or canceled.

40. ITEMS NOT INCLUDED IN RENTAL

- Table coverings
- Tableware (plates, bowls, cups, spoons, forks, knives)
- Decorative lights (string lights, disco ball, party lights)

41. ALCOHOL CONSUMPTION PERMIT

All events with alcohol consumption of any sort must have an Alcohol Consumption Permit in addition to the event permit. Applications must be submitted at least 30 days in advance of the event. Permit fee is \$150.

Apply at: <https://secure.rec1.com/MN/duluthparks/catalog>

ALCOHOL SERVICE REQUIREMENTS

Alcohol at No Charge - Alcohol has to be obtained by the private party and brought in, or alternately provided by a restaurant with a caterer's permit that provides both food and alcohol. (The Alcohol Consumption Permit will be authorized once a copy of the contract is provided by the restaurant providing the alcohol.)

Sale of Alcohol - A restaurant with a caterer's permit that provides both food and alcohol is required and a copy of the contract must be submitted before the permit will be authorized.

ALCOHOL PERMIT DEPOSIT & SECURITY/INSURANCE DETERMINATIONS

- Less than 100 guests – No additional deposit required. No security required.
 - Number of guests means the total number of people that will be at the event, including minors and those not drinking.
 - If you misrepresent the number of attendees at your event and there are more than 100, you will be billed a \$500 fine.
- More than 100 guests
 - Number of guests means the total number of people that will be at the event, including minors and those not drinking.
 -

CONSUMPTION AREAS

Alcohol consumption at the Park Point Beach House is restricted to the indoor space and the outdoor patio space indicated on the image.

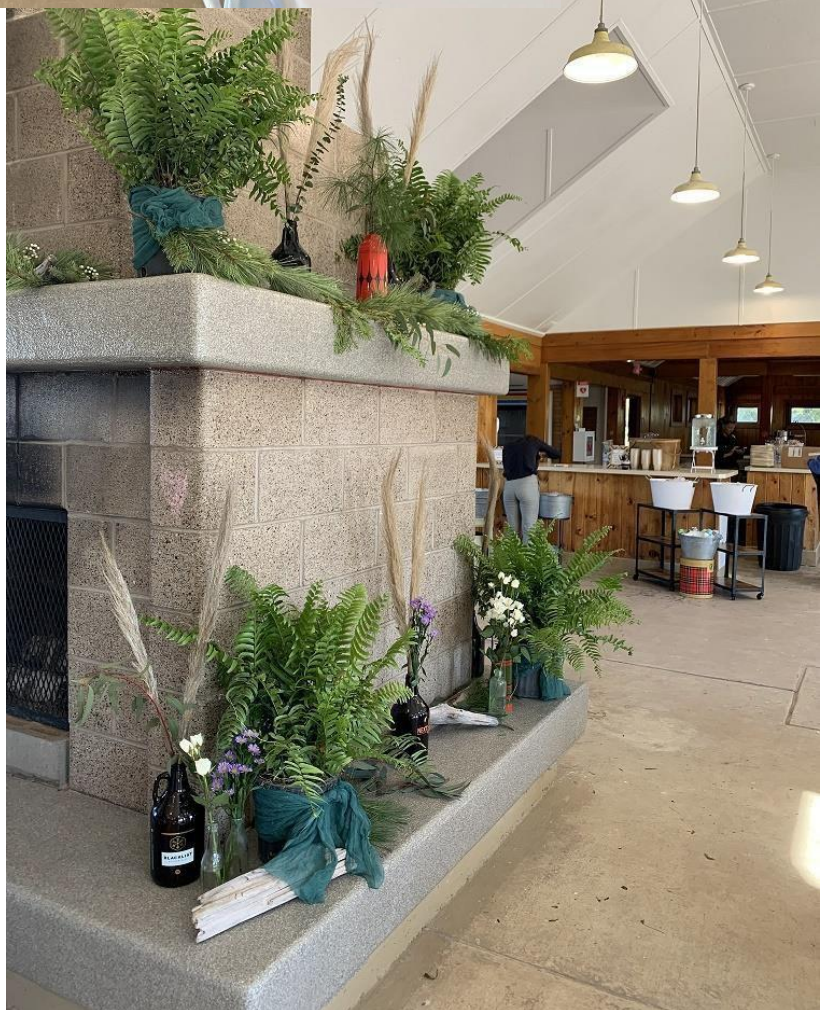
All alcohol being served either by the private party or by a licensed vendor must do so only inside the building. Alcohol may be carried onto the patio, it may not be served on the patio.



All permitted events are required to have the following Hold Harmless Waiver signed before permit is issued.

EVENT PERMIT HOLD HARMLESS WAIVER

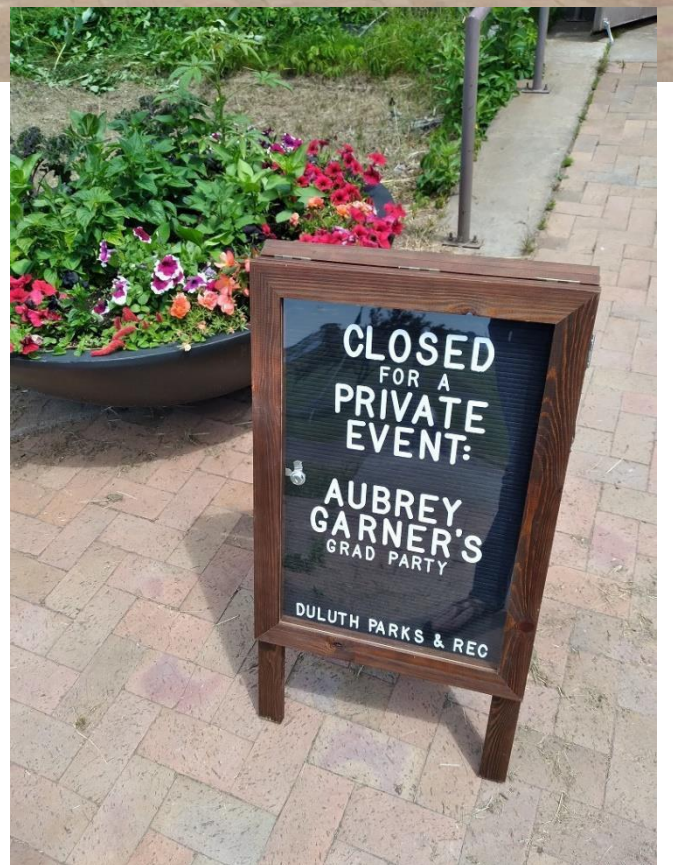
Permittee agrees to defend, indemnify and save harmless the City and its employees, agents and assigns from any and all liens, claims, suits, demands, liability, judgments, costs, damages and expenses which may accrue against or be charged to or recovered from the City by reason or on account of any claim for damage or injury arising out of Permittee's use or occupancy of the reserved space or premises whether or not occasioned or caused by person(s) including Permittee, its members, employees, agents, volunteers, invitees, or tenants, or by reason of the use, development, operation, or maintenance of said space or premises by Permittee under this agreement. Upon ten (10) days' written notice, Permittee will appear and defend all claims and lawsuits against the City growing out of any such injury or damage. The City does not waive its immunities under state

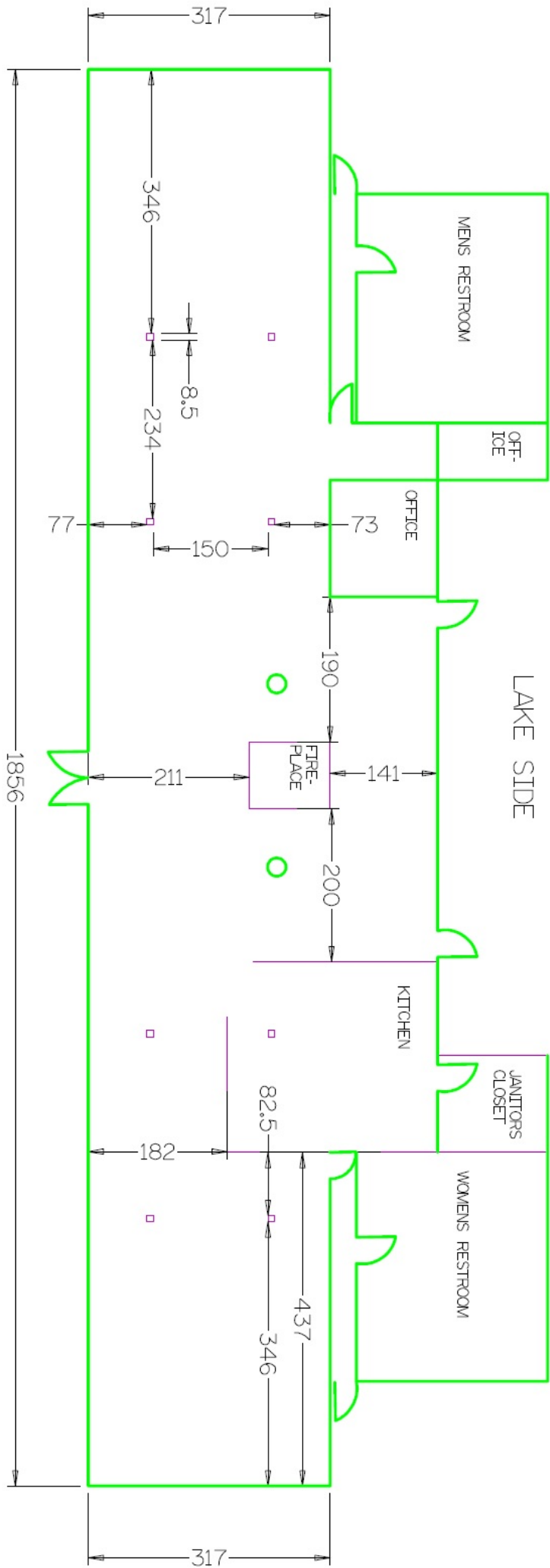












EVENT SET UP & VENDOR INFORMATION

GENERAL INFORMATION

- Address: 4750 Minnesota Ave.
- There is an Event Host at the PPBH. The customer is responsible for coordinating vendor access with the Event Host.

1. FACILITY ACCESS TIMES

Vendors are allowed to access the facility only during the hours that were reserved by the customer. Early and late access are not allowed. If you are needing early or late access, coordinate to reserve more time. Rental hours are available between 11am – 12:00am daily.

The customer will be billed \$120/hr for vendors that arrive before or stay after the scheduled rental time.

2. GATE ENTRY

Vendors can have gate access, which allows for an easier drop off/pick up of supplies. Gate access cannot be assumed, it must be scheduled with the Event Host.



3. PATIO SET UP

The patio is not allowed to be set up until 4pm as it is open to the public until this time.

4. FOOD TRUCK POLICIES

- a. Must have a Mobile Food Cart/Mobile Food Vehicle License from Both the City of Duluth – City Clerk's Office and the Minnesota Department of Health
- b. Can only park in the grass at the front of the Beach House near the flag pole. There is no electricity for food trucks onsite.
- c. If taking up metered parking spaces, food truck is required to pay the fees
- d. Must be more than 200ft from any restaurant
- e. Operator is responsible for clean-up and trash removal, Operator must provide waste containers and recycling for customer (Permittee) to use
- f. No glass bottles allowed
- g. Food Truck cannot impede normal traffic flow, cannot park on grass or pathways
- h. Operator will be charged for any damages or extra trash cleanup

5. OUTDOOR GARBAGE

Vendors or permittees that leave garbage outside will not have the damage deposit returned. Vendors using zip ties to affix items to the outside of the building or other facility spaces are required to dispose of zip ties after the event.

6. LIABILITY

Permittee is responsible for all operations of vendors. Any damage fees assessed that may occur due to the negligence of a vendor is the responsibility of the permittee.

7. SOCIAL MEDIA

Many vendors post on social media and we would love to be tagged too @DuluthParksMN